DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1128
Page 1 of 2

Agency
Cecil County Government

Division/Unit
Planning and Zoning

| ocon county government | | | Planning and Zoning | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--|
| Item No. | Descrip | Retention | | |
| | This series includes general plannin | | | |
| | Changes in records format will not a the retention schedule. However, sh records series be altered, the schedu such changes. | | | |
| | Each agency will use all or some of are governed by the indicated retent | | | |
| 1 | Growth Allocation Request | Retain permanently and transfer to archives annually. | | |
| 2 | Master Water and Sewer Plan Amer | Retain hard copy until updated or superseded then destroy | | |
| 3 | Variances | | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until updated or superseded then destroy | |
| 4 | Special Exceptions | Scan original and verify image. Retain hard and imaged copy until expiration date of the special exception then transfer hard and image copy every 5 years to Archives. | | |
| Schedule A | proved by Department, Agency, | Schedule Authorized by St | tate Archivist | |
| Date | Representative. | 7-011 | | |
| Signature | | | | |
| Typed Name | Scott Mesneak | Signature | Ic/ genfu | |
| Title <u>IT 8</u> | Records Retention Director | | • | |

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1128

Page 2 of 2

Agency
Cecil County Government

Division/Unit
Planning and Zoning

| | ocon county covernment | Planning and Zoning | | |
|-------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Item No. | Description | Retention | | |
| 5 | Site Plans | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until demolition or thirty (30) years, then destroy. | | |
| 6 | Rezoning | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for twenty (20) years, then destroy | | |
| 7 8 | Agricultural Preservation Historical District Applications | Retain hard copy permanently and transfer annually to Archives for permanent preservation. | | |
| 9 10 | Appeals Subdivisions, Major and Minor | Scan original and verify image. Retain hard and imaged copy permanently and transfer every 5 years to Archives. | | |
| | | | | |
| | | | | |
| | | | | |
| DGS 550 |)-1A | <u> </u> | | |

| Instructions -Type or Print a separate form for | DEPARTMENT OF GENERAL SE | | | ICES | AGENCY RECORDS INVENTORY |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------|--------------------------------------------------------------------------------|-------------------|----------------------------------------------------|
| each new or revised record series. Forward | RECORDS MANAGEMENT DIVIS | | | ON | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 2 | | | | 1 4 44 |
| ,, | Jessup, Maryland 20794 | | | J | PAGE OF |
| | 410-799-1930 | | | | |
| 1. Department/Agency | -2. Division | | | | 3. Unit |
| Planning and Zoning | | | | | |
| | | | | | |
| DEFINITION - RECORD SERIES: A group of relati | ed records r | normally filed a | nd used as a uni | t for refere | nce as well as retention and disposition purposes. |
| 4. Record Series Title | | | | | ear/Latest Year |
| Agricultural Preservation | | | 1985 _{to} 2010 | | |
| | | | | | |
| 6. Record Series Description (Briefly describe the types of information/do | | | | | • |
| Record of who has applied for PDR and MAL | PF design | ation and wh | o has sold the | ir dévelop | ment rights: |
| | | | | | |
| | | | | | |
| | | | | | |
| 7 Day (Order France) | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Series Se | quence. | 9: Volume | D File Drawer(s) |
| ₹ | | | | | |
| ■ Letter Size □ Mcrofilm | | p Álphabetical | | | □ Microfilm Reel(s) |
| · | | | | l | © Computer Tape(s) |
| □ Legal Size _□ Computer Tape | | D Numerical | | Number | Other (specify) |
| □ Audio Tape □ Floppy Disk | | Chronological | I | | , |
| o Bouñd Book o Video Tape. | | . Geographical | | 10: Annual A | Accumulation |
| □ Other (specify) | | Other (specify | Á | | ☐ File Drawer(s) |
| a own (specify) | | | | Microfilm Reel(s) | |
| | Keyword Loo | | Lookup; | | |
| | | | | | Computer Tape(s) |
| | | | | | Cher (specify) |
| 11. File is Used | L | | 12. File Become | s Inactive After | |
| | | | Indefinite | elv | |
| □ Dally, □ Weekly, ■ Monthly, □ Annual | ly | | Number | <u>.,,</u> | Month(s) |
| | | Northber | | NC1 | |
| | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | |
| Planning and Zoning Office | | | □ Yeṡ ■ No | | No |
| | | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 18. Audit Regulr | ements | |
| | | | | | • |
| □ Yes ■ No | | | ■ None | □ State | □ Federal □ Independent |
| | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requ | ilrements | | 18. Recommend | led Retention | · · · · · · · · · · · · · · · · · · · |
| Table 1 and the state of the st | | | Retain ha | rd conv | permanently and transfer |
| □ Yeş ■ No | | | IF . | | ives for permanent preservation. |
| | | | arii lualiy t | O ALCIII | ves for permanent preservation. |
| | | | | | |
| | ı | | I . | | |
| 19. Name and Title of Preparer | | 20. Telephone Númi | ber, | 21. Date | |
| Scott Mesneak | | 410-99 | 6-5205 | | 9/10/2010 |
| IT & Records Retention Director | | | | 1 | |

| INSTRUCTIONS – Type or print a separate form for each new/revised | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------|--|--|--|--|--|
| electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04 | 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930 | | Page <u>1</u> of 10 | | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | | |
| Cecil County Government | Planning and | Zoning | | | | | | |
| DEFINITION Record Series - A group of rel and disposition | ated records store | d electronically and used as a | unit for reference as well as retention | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | | | | | | |
| Appeals | | | 1962 _{TO} 2010 | | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the u | sels of information generated by system | | | | | |
| Paper | | Electronic Document | - IBM Content Manager | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include i | | | | | | |
| contained in a series. Include purpose and function of the system. Record of who has applied for PDRecord of issue and decision regarding administrative decision by this office.R and MALPF designation and who has sold their development rights. | | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | 100 | | | | | |
| Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. | | | | | | | | |
| 1.0 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATION | ON IN THE SYSTEM | | | | | |
| Updates are not allowed on the origin replaced. | Updates are not allowed on the original document; if updates are needed, the document needs to be | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA of ensure the record's reterition and usability | OF THE MAIN E | LECTRONIC DATA FILE. | Explain the progression established to | | | | | |
| Cecil County Government Administra | | resord's authorized life cyc | ile. | | | | | |
| Record is available until the disposal date, and then record is purged. | | | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | | | |
| Scan original and verify image. Retain hard and imaged copy permanently and transfer every 5 years to Archives. | | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | | |
| Scott Mesneak | 410-996-5205 9/10/2010 | | | | | | | |
| 16 TITLE OF PREPARER | <u> </u> | | | | | | | |
| IT & Records Retention | Director | : | | | | | | |
| DGS 550-6 | | | | | | | | |

| each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) RECORDS MANAG 7275 Waterloo Ro Jessup, Mar | | 5. Earliest Y 1990 Include the purpose or function of the seri | | par/Latest Year D to 2010 |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------|
| 7. Record Series Format(s) List all | 9. Record Series Sec | dueuce 〈 | 9: Valume | File Drawer(s) Microfilm Reel(s) |
| ■ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk | □ Alphabetical □ Numerical □ Chronological □ Geographical ■ Other (specify) Keyword Lookup | | Oumber Cape(s) Number Other (specify) | |
| D Bound Book U Video Tape Other (specify) | | | 10. Annual À | Ccumulation File Drawer(s) Microfirn Reel(s) Computer Tape(s) Other (specify) |
| 11. File is Used □ Daily □ Weekly ■ Monthly, □ Annually | | 12. File Becomes Indefinite | s Inactive After | Aonth(s) D. Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Planning and Zoning Office | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No | | 16. Audit Requirements ■ None □ State □ Federal □ Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe require | Retain Pe annually. | | ntly and transfer to archives | |
| 19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director | 20. Telephone Numb | ^{ber} 96-5205 | 21. Date | 9/10/2010 |

| Instructions –Type or Print a separate form for each new or revised record series. Forward | DEPARTMENT OF (| GEMENT DIVIS | ION | AGENCY RECORDS INVENTORY | |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------|----------------------------------------------------|--|
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 | | | PAGE OF | |
| 1. Department/Agency | 2. Division | | | 3. Unit | |
| Planning and Zoning | | | | | |
| DEFINITION - RECORD SERIES: A group of relate | d records normally filed a | and used as a un | it for refere | nce as well as retention and disposition purposes. | |
| 4. Record Series Title | | | | ear/Latest Year | |
| Historical District Applications | | | 2001 _{to} 2010 | | |
| 8. Record Series Description (Briefly describe the types of information/doct | uments/forms found in the series. In | clude the purpose or fun | ction of the seri | PC) | |
| Record of properties that have been encumber | | | exien or are sem | , | |
| | | | | | |
| | | | | | |
| | | r | | | |
| 7. Record Series Format(s) List all | . 8. Record Series S | equence | 9: Volume | | |
| | | | | □ File:Drawer(s). | |
| The base of the second of | | | | □ Microfilm Reel(s) | |
| ■ Letter Size '⊔ Microfilm | □ Alphabetical | | | □ Computer Tape(s) | |
| 🛘 Legal Size 💢 Computer Tape | Numerical | | Number | C Cthar (cools) | |
| □ Audio Tape □ Fioppy Disk | Chronologica | 31 | | □ Other (specify) | |
| 🗆 Bound Book 💢 Video Tapé. | □ Geographica | ıl | 10 Annuai A | Accumulation | |
| G Other Genetics | | | 1017,1111 | □ File Drawer(s) | |
| □ Other (specify) | Other (specif | | | Microfilm Reel(s) | |
| | Keyword Lookup | | | D. Computer Tops/s) | |
| | | | Number | a_ Computer Tape(s) | |
| | | | | □ `Other (specify) | |
| 11. File is Used | | | s Inactive After | | |
| □ Daily. □ Weekly. ■ Monthly, □ Annually | • | Indefinite | ely o | Month(s) Pear(s) | |
| | | Number | | | |
| | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or affice.) | | | |
| Planning and Zoning Office | | ¹ 'Yes` ■ No | | | |
| 1970 | | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requir | rements | | |
| ☐ Yes ■ No | | ■ None | D State | □ Federal □ Independent | |
| | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe regul | rements | .18. Recommend | ded Retention | | |
| G. Ver ■ Nu. | | Retain ha | rd copy | permanently and transfer | |
| □ ·Yes ■ No | | | | ives for permanent preservation. | |
| | | | | ,, | |
| | | | | | |
| 19. Name and Title of Preparer | 20. Telephone Nun | nber | 21. Date | | |
| Scott Mesneak | i | 96-5205 | | 9/10/2010 | |
| IT & Records Retention Director | | 0.0200 | ļ | OF TOTZO TO | |

| | | MANAGEMENT DIV | SION | AGENCY RECORDS INVENTORY | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--|
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. B Jessup, Maryland 2079 410-799-1930 | | 275 | PAGE | |
| Department/Agency Planning and Zoning | ·2. Division | | | 3. Unit | |
| DEFINITION - RECORD SERIES: A group of related records normally filed a 4. Record Series Title Master Water and Sewer Plan Amendment | | | nd used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year | | |
| 6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) The document contains the resolution and record of an application to amend the water and sewer plan. | | | | | |
| 7. Record Series Format(s) List all | 8. Record | d Series Sequence. | 9. Valume | . File Drawer(s) | |
| ■ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk | D Nu | ohabetical imerical ironological | Microfilm Reel(s) Computer Tape(s) Number Other (specify) | | |
| □ Bouñd Book □ Video Tape, □ Öther (specify) | ■ Oth | eographical her (specify) (eyword Lookup | 10. Annual A | Accumulation □ File Drawer(s) □ Microfirn Reel(s) □ Computer Tape(s) | |
| 11. File is Used □ Dally ■Weekly □ Monthly □ Annually | 12. File Beco | imes Inactive After | □ Other (specify) Month(s) □ Year(s) | | |
| 13. Current Location(s) (Bidg., Floor, Room) Planning and Zoning Office | | 14. Is Record S | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No | | 16. Audit Re ■ None | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No | | | ended Retention | until updated or superseded then | |
| 19. Name and Title of Preparer Scott Mesneak 410-99 IT & Records Retention Director | | ohone Number. 410-996-5205 | 21. Date | 9/10/2010 | |

| INSTRUCTIONS – Type or print a separate form for each new/revised | RECORDS M | OF GENERAL SERVICES IANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|--|--|--|
| electronic record series Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04 | 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930 | | Page b of 10 | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | |
| Cecil County Government | Planning and | Zoning | | | | |
| DEFINITION – Record Series - A group of rel and dispositio | | d electronically and used as a | unit for reference as well as retention | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | | |
| Rezoning | | | 1962 _{TO} 2010 | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the u | ise/s of information generated by system | | | |
| Paper | | Electronic Document | - IBM Content Manager | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include | /documents/forms ourpose and function of the system. | | | |
| The document is an opinion and offici property: | | · | • | | | |
| 9 POLICY ON ACCESS AND USE - Explai | in or attach copy | r if established in writing. | | | | |
| Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATION | ON IN THE SYSTEM | | | |
| Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability | | | | | | |
| Cecil County Government Administra | | record's additionized life; cyc | NC. | | | |
| Record is available until the disposal date, and then record is purged. | | | | | | |
| 12. RECOMMENDED RETENTION | | | | | | |
| Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for twenty (20) years, then destroy | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | |
| Scott Mesneak | 410 | 0-996-5205 | 9/10/2010 | | | |
| 16 TITLE OF PREPARER | | | | | | |
| IT & Records Retention | Director | | | | | |
| DGS 550-6 | | | | | | |

| INSTRUCTIONS – Type or print a separate form for each new/revised | | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------|--|--|--|--|
| electronic record series. Forward with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | | | | | |
| COMAR 14.18.04 | (410) 799-1930 | | Page of0 | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| Cecil County Government | Planning and | Zoning | | | | | |
| DEFINITION — Record Series - A group of rel and dispositio | | d electronically and used as a | unit for reference as well as retention | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | | | |
| Site Plans | | | 1979 _{TO} 2010 | | | | |
| | | | | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the u | ise/s of information generated by system | | | | |
| Paper | | Electronic Document | - IBM Content Manager | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include i | documents/forms purpose and function of the system. | | | | |
| Record of what was approved for con | | | • | | | | |
| (do not involve the construction of the | | | | | | | |
| | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | | | | | |
| Administration, Department Heads, w | • | , ,, , , , , , , , , , , , , , , , , , , | cess. Managers and employees | | | | |
| with the "need to know" will have (rea | id), (print) and | (hold) access. | • | | | | |
| 10 LIDDATING OVOLES OF CONDITIONS | AND DUE TO TO | D SELVICINO INICODIA TI | ON IN THE OVERTEN | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | | | | | | | |
| Updates are not allowed on the origin replaced. | iai document, | ii upuates are needed | , the document needs to be | | | | |
| | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA | OF THE MAIN E | LECTRONIC DATA FILE. | Explain the progression established to | | | | |
| ensure the record's retention and usability | | record's authorized life cyc | cle. | | | | |
| Cecil County Government Administra Record is available until the disposal | • | n record is purged | | | | | |
| | | v rece, a to parge a. | | | | | |
| 12. RECOMMENDED RETENTION | | | | | | | |
| Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until demolition or thirty (30) years, then destroy. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| Scott Mesneak | 410 |)-996-5205 | 9/10/2010 | | | | |
| 16 TITLE OF PREPARER | | | | | | | |
| IT & Records Retention Director | | | | | | | |
| DGS 550-6 | | | | | | | |
| 1 2 2 3 3 3 | | | | | | | |

| INSTRUCTIONS – Type or print a separate form for each new/revised | RECORDS M | OF GENERAL SERVICES IANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------|--|--|--|--|--|--|
| electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04 | Jessur | loo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930 | Page <u>\$</u> of10 | | | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | | | |
| Cecil County Government | Planning and | Zoning | | | | | | | |
| DEFINITION - Record Series - A group of rel and dispositio | DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR | | | | | | | | | |
| Special Exceptions | | | 1962 | | | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the u | se/s of information generated by system | | | | | | |
| Paper | | Electronic Document | - IBM Content Manager | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include t | /documents/forms ourpose and function of the system. | | | | | | |
| The document is an opinion and offici | | • | · • | | | | | | |
| | | | | | | | | | |
| 9 POLICY ON ACCESS AND LISE - Evolu | n or attach com | if established in writing | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. | | | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | | | | | | | | | |
| Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. | | | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability | OF THE MAIN E | LECTRONIC DATA FILE. | Explain the progression established to | | | | | | |
| Cecil County Government Administration | | record's authorized me cyc | ic. | | | | | | |
| Record is available until the disposal date, and then record is purged. | | | | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | | | | |
| Scan original and verify image. Retain hard and imaged copy until expiration date of the special exception then transfer hard and image copy every 5 years to Archives. | | | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | | | |
| Scott Mesneak | 410-996-5205 9/10/2010 | | | | | | | | |
| 16 TITLE OF PREPARER | | | | | | | | | |
| IT & Records Retention I | Director | : | | | | | | | |
| DGS 550-6 | | | | | | | | | |

| INSTRUCTIONS – Type or print a separate form for each new/revised | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|--|--|--|--|--|--|--|
| electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04 | Jessup | loo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930 | Page 9 of 10 | | | | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | | | | |
| Cecil County Government | Planning and | Zoning | | | | | | | | |
| DEFINITION - Record Series - A group of rel and disposition | DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR | | | | | | | | | | |
| Subdivisions, Major and Minor | | | 1976 _{TO} 2010 | | | | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the | use/s of information generated by system | | | | | | | |
| Paper | | Electronic Document | - IBM Content Manager | | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information | n/documents/forms purpose and function of the system. | | | | | | | |
| Record of what was approved for land | | | purpose and ranotion of the system. | | | | | | | |
| | | • | | | | | | | | |
| 9 POLICY ON ACCESS AND LISE. France | | · · · · · · · · · · · · · · · · · · · | | | | | | | | |
| 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. | | | | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS A | | | | | | | | | | |
| Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. | | | | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability | OF THE MAIN E | LECTRONIC DATA FILE. | Explain the progression established to | | | | | | | |
| Cecil County Government Administration | tion Building | • | | | | | | | | |
| Record is available until the disposal date, and then record is purged. | | | | | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | | | | | |
| Scan original and verify image. Retain hard and imaged copy permanently and transfer every 5 years to Archives. | | | | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | <u> </u> | 15 DATE | | | | | | | |
| Scott Mesneak | | | | | | | | | | |
| 16 TITLE OF PREPARER | | | | | | | | | | |
| IT & Records Retention I | IT & Records Retention Director | | | | | | | | | |
| DGS 550-6 | | | | | | | | | | |

| INSTRUCTIONS – Type or print a separate form for each new/revised | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------|--|--|--|--|
| electronic record series. Forward with Récords Retention Schedule (DGS 550-1) COMAR 14.18.04 | 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930 | | Page 1 0 of 1 0 | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| Cecil County Government | Planning and | Zoning | | | | | |
| DEFINITION - Record Series - A group of rel and dispositio | | d electronically and used as a | unit for reference as well as retention | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | | | | | |
| Variances | , | | <u>1962 _{TO} 2010</u> | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the u | ise/s of information generated by system | | | | |
| Paper | | Electronic Document | - IBM Content Manager | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include a | /documents/forms ourpose and function of the system. | | | | |
| The document is an opinion and offici | | • | · | | | | |
| | | | | | | | |
| 9 POLICY ON ACCESS AND LISE - Expla | in or attach conv | if established in writing | | | | | |
| 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATION | ON IN THE SYSTEM | | | | |
| Updates are not allowed on the origin replaced. | Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability | | | | | | | |
| Cecil County Government Administra | | • | | | | | |
| Record is available until the disposal date, and then record is purged. | | | | | | | |
| 12. RECOMMENDED RETENTION | | | | | | | |
| Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until updated or superseded then destroy | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| Scott Mesneak | 410 |)-996-5205 | 9/10/2010 | | | | |
| 16 TITLE OF PREPARER | | | | | | | |
| IT & Records Retention | Director | | | | | | |
| DGS 550-6 | | | | | | | |

RECEIVED

NOV 29 2010

MARYLAND STATE ARCHIVES